

ARIZONA HISTORICAL ADVISORY COMMISSION

August 29, 2006
MINUTES

The Arizona Historical Advisory Commission (AHAC) met at 1:00 pm. on August 29, 2006 at the Arizona State Library, Archives and Public Records, in the Director's Office Conference Room, at 1700 W. Washington, Suite 200, Phoenix, Arizona 85007.

Full transcript available if needed.

ATTENDANCE

Members

Jim Garrison, State Historic Preservation Officer
State Historic Preservation Office, Arizona State Parks
GladysAnn Wells, Director
Arizona State Library, Archives and Public Records
Melodee Jackson, Director, Constituent Service
Office of the Governor
Shelley Cohn, Retired
Representing the Arts Community
Noel J. Stowe, Chair/Professor of History
Arizona State University
Anne Woosley, Executive Director
Arizona Historical Society
John Driggs, Chairman
Phoenix Heritage Commission
Catherine May, Senior Historical Analyst/Archivist
Salt River Project
Betsy Stunz-Hall, Representative
Arizona Library Association
Julie Yoder, Executive Director
Arizona Humanities Council
Beth Vershure, Station Manager, KAET-TV Channel 8
Arizona State University
Hartman Lomawaima, Director
Arizona State Museum

ABSENT

Members:

Ken Travous, Director
Arizona State Parks

Guests:

None

CALL TO ORDER

Chairman Jim Garrison called the meeting to order at 1:15 pm.

APPROVAL OF MINUTES

July 18, 2006 meeting minutes to be corrected showing Jim Garrison as the Chairman not acting as stated on the last page of the minutes.

Motion: Jackson moved that we accept the minutes as corrected and Lomawaima second the motion that the minutes of the July 18, 2006 AHAC meeting be approved as corrected.

The motion passed to approve the corrected minutes of the July 18, 2006 AHAC meeting.

INTRODUCTIONS/ANNOUNCEMENTS

NONE

DISCUSSION/ACTION

- **Virtual tour of Centennial Website**
- **Review and Discuss Reimbursement Form**
- **Review Centennial Logo & Letterhead**
- **Review and Discuss Centennial Plan *Drafts***

Virtual tour of Centennial Website

Noel Ramirez of the Information Technology Dept who has done a lot of work on the Centennial Website gave a virtual tour of the Centennial Website. He showed where the Centennial Project Application was and stated people can download it from the website or apply on line.

Suggestion was made by May to change the front page from celebrating to commemorating. There were no objections to May's suggestion.

Review and Discuss Reimbursement Form

Reimbursement form and reimbursement policy and procedure will give the AHAC a paper trail and fiscal accountability by the sign-off by three different people, AHAC Committee Chairman, Treasurer, and the Secretary/State Librarian before the commission spends any money or the agency cuts a check.

Motion: Garrison motioned to adopt the reimbursement policy procedures. Stowe seconded the motion.

The motion passed to adopt the reimbursement policy procedures

Catherine May made note of the committee's appreciation for Juanita Cason's work on the policy procedures and reimbursement form.

Review Centennial Logo & Letterhead

Motion: Jackson made a motion to order 2,500 pieces of letterhead, 1,000 envelopes and 3,000 business cards.

Discussion ensued whereby John Driggs and GladysAnn Wells will get quotes for printing from DOC, DOA and a private printer.

Motion: Garrison clarified motioned that Driggs and Wells will pursue two to three avenues of printing depending on procurement requirements of Library, Archives and Public Records.

The motion passed for Driggs and Wells will pursue two to three avenues of printing.

ACTION ITEM:

GladysAnn Wells and John Driggs will get two to three bids on printing envelopes, letterhead and business cards.

Review and Discuss Centennial Plan *Drafts*

The Centennial Plan was reviewed section by section and wordsmithed by all. (Full discussion available by transcript).

AHAC members discussed getting someone to help the committee with a press conference and press release to announce the Centennial Plan.

ACTION ITEM:

Catherine May and Noel Stowe will re-write "Taking Stock of the Present" putting a positive spin on that section.

Noel Stowe will write update/add sections from the "AZ at 75" section.

Beth Vershure and the Marketing Committee to develop logo and explore merchandising opportunities.

Ann Woosley will re-write Partnership section on AZ Historical Foundation.

GladysAnn Wells and John Driggs will re-write the Funding section.

Call to the Public.

No comments

Future meeting dates:

Next meeting will be September 26, 2006 at 1pm

Next Meeting Agenda Items:

Review and approve Centennial Plan
Committee Membership Reports

Chairman Jim Garrison adjourned the meeting at 4:11 pm.

Respectfully Submitted

Juanita Cason
Arizona State Library, Archives and Public Records